

Finance and Labor Relations Committee
Regular Meeting
Thursday, June 8, 2017 6:00 p.m.
City Hall, 31 S. Madison Street, Evansville, WI

MINUTES

1. **Call to order and roll call.** Chair Rick Cole called the meeting to order at 6:06 p.m. Members present: Alderpersons Rick Cole and James Montgomery. Others present: Mayor Bill Hurtley, City Administrator/Finance Director Ian Rigg, Community Development Director Jason Sergeant and Utility and Finance Accountant Julie Roberts.
2. **Approval of Agenda.** Manning made a motion, seconded by Cole to approve the agenda. Motion approved 2-0.
3. **Approval of Minutes.** Montgomery made a motion, seconded by Cole to waive the reading of the minutes of the May 4, 2017 regular meeting and to approve them as printed. Motion approved 2-0.
4. **Citizen appearances other than agenda items listed.** None.
5. **Motion to accept the City bills as presented.** Montgomery made a motion, seconded by Cole to accept the City bills as presented in the amount of \$857,787.46. Motion approved 2-0 on a roll call vote.
6. **New Business**
 - A. Rigg discussed current debt obligations and the projects they were for as well as where the funding comes from to repay the borrowings.
7. **City Administrator/Finance Director Report.**

Rigg stated that the first of a regularly scheduled monthly staff meeting was held today. This will help promote internal communication. The Litewire contract will be for \$325 a month for 8 years. This item will go directly to Council. The person hired to help with records organization will start on Monday.

 - A. Rigg discussed the amounts presented in the Treasurer's Report and how they can vary throughout the year. Once staff is fully trained and up to speed he hopes to have a report for Finance on a monthly basis and one presented to Council quarterly.
 - B. Montgomery made a motion to recommend to Common Council Ordinance 2017-07 Ordinance Amending Chapter 2 – Record Destruction and Cole seconded. Discussion took place regarding why this is being done and how it will allow for individual ordinances. Motion approved 2-0.
 - C. Montgomery made a motion to recommend to Common Council Ordinance 2017-08 Ordinance Setting Record Retention and Destruction Schedule and Cole seconded. Rigg discussed the ordinance and how it is derived from the 2015 Clerk's Association Manual. Sergeant spoke regarding some of the items pertaining to Planning and Development and suggested some wording changes. Motion carried 2-0.

8. Unfinished Business

- A. Library project update.** Rigg informed the committee that there have been some minor revisions submitted to the historical society. Discussion took place regarding the Post Office move date.
 - B. TIF Amendment and Loan Refinance.** Rigg stated that the Joint Review Board met on June 5th to discuss the possibility of TIF 8 sharing increments with TIF 5. This item will be going to Council for approval and then back to the Joint Review Board.
- 9. Meeting Reminder.** The next regular meeting is scheduled for June 8, 2017 at 6:00 p.m.
- 10.** Montgomery made a motion at 7:09pm that the Finance and Labor Relations Committee will convene in closed session pursuant to section 19.85 (1) (e) of the Wisconsin statutes to discuss two specific economic development items, which might entail discussion regarding obtaining public property and/or financing, where discussion in open session would negatively impact the city's competitive or bargaining position. Upon completion, the Committee will not reconvene in open session and Cole seconded. Motion approved 2-0 on roll call vote.
- 11. Adjournment.** Meeting adjourned at 7:42pm.

Julie Roberts, Utility and Finance Accountant

These minutes are not official until approved by the Finance and Labor Relations Committee at their next regular meeting.